



# Department of Defense INSTRUCTION

NUMBER 1235.14

October 31, 1997

ASD(RA)

SUBJECT: Administration and Management of the Individual Ready Reserve (IRR)  
and the Inactive National Guard (ING)

- References: (a) [DoD Directive 1235.13](#), "Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)," November 19, 1997
- (b) [DoD Directive 1215.6](#), "Uniform Reserve, Training and Retirement Categories," March 14, 1997
- (c) [DoD Instruction 1215.19](#), "Uniform Reserve, Training and Retirement Category Administration," March 14, 1997
- (d) Title 10, United States Code, "Armed Forces"
- (e) through (t) see enclosure 1

## 1. PURPOSE

This Instruction implements policy, as provided in reference (a), assigns responsibilities, and prescribes procedures that pertain to the management and administration of the IRR and ING.

## 2. APPLICABILITY AND SCOPE

### 2.1. This Instruction applies to:

2.1.1. The Office of the Secretary of Defense and the Military Departments (including the Coast Guard when it is not operating as a Military Service in the Department of the Navy by agreement with the Department of Transportation). The term "Military Departments," as used herein, refers to the Departments of the Army, the Navy, and the Air Force. The term "Secretary concerned" refers to the Secretaries of the Military Departments and the Secretary of Transportation for the Coast Guard

when it is not operating as a Service in the Department of the Navy. The term “Military Services” refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

2.1.2. All members of the IRR and ING.

2.2. The scope of this Instruction includes the requirements for placing personnel in the IRR and the ING, and training and screening members of the IRR and ING.

### 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

### 4. POLICY

It is DoD policy to:

4.1. Place Service members in the IRR and ING in accordance with (IAW) DoD Directive 1235.13 (reference (a)), DoD Directive 1215.6 (reference (b)), DoD Instruction 1215.19 (reference (c)), and 10 U.S.C. 10144 and 10145 (reference (d)), and as a result of such screening, identify members of the Ready Reserve to be, as appropriate, transferred to the Standby Reserve, discharged, or transferred to the Retired Reserve.

4.2. Continuously screen members of the Ready Reserve IAW Section 10149 of reference (d), DoD Directive 1200.7 (reference (e)) and reference (a).

4.3. Provide training to members of the IRR IAW references (a), (b), and (c).

4.4. Employ members of the IRR and ING, as required, in support of military operations IAW reference (b), and reference (c), and Sections 12301(a) and 12302 of reference (d).

### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall:

5.1.1. Establish procedural guidance for placing Service members in the IRR

and ING.

5.1.2. Establish procedures to screen members of the IRR and ING.

5.2. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall:

5.2.1. Place Service members in the IRR and ING IAW the guidelines and procedures provided in reference (c), Sections 10144 and 10145 of reference (d), and this Instruction.

5.2.2. Screen members of the IRR and ING IAW the guidelines and procedures provided in reference (a), reference (e), Section 10149 of reference (d), and this Instruction.

5.2.3. Train members of the IRR IAW the guidelines and procedures provided in reference (c) and this Instruction.

## 6. PROCEDURES

### 6.1. Placement in the IRR or ING

6.1.1. Reserve component (RC) members not assigned to the Selected Reserve (Selected Reserve units, Individual Mobilization Augmentees positions, or on Active Guard and Reserve duty), the Standby Reserve, the Retired Reserve, or on extended active duty, shall be placed in the IRR or the ING. This includes:

6.1.1.1. Members separating from AD with a remaining Military Service Obligation (MSO) as defined in 10 U.S.C. 651 (reference (d)) and DoD Directive 1304.25 (reference (f)), or other commitment to serve in the Ready Reserve and not placed in the Selected Reserve.

6.1.1.2. Members leaving the Selected Reserve with a remaining MSO, as defined in reference (f), or other commitment to serve in the Ready Reserve and not designated as a member of the Selected Reserve.

6.1.1.3. Members without prior service awaiting training before beginning service in a regular component or the Selected Reserve.

6.1.1.4. Members in the delayed entry program under Section 513 of

reference (d).

6.1.1.5. Members awaiting basic military training before beginning service in the Selected Reserve who are not authorized to attend drills.

6.1.1.6. Certain personnel participating in officer training programs such as chaplain candidates, and participants in the Armed Forces Health Professions Financial Assistance Programs.

6.1.1.7. Members leaving Selected Reserve or AD status, who are eligible for and desire to maintain, or obtain, status as a member of the Ready Reserve.

6.1.2. Transfer to the ING from active status is limited to those personnel who are temporarily unable to meet the training requirements of active status in the National Guard of the United States and who are expected to return to an active status of the National Guard of the United States, IAW subsection 4.2. of DoD Directive 1235.13 (reference (a)). The normal period of time that personnel are allowed to remain in the ING is one year or less.

6.1.3. Except for members awaiting initial AD for training or participating in an entry program, only those members whose prior service has been satisfactory shall be retained in the IRR.

6.1.4. Members may transfer from the IRR to the Standby Reserve, and from the Standby Reserve to the IRR, if qualified.

6.1.5. Specific exceptions for placement in the IRR or ING are in DoD Directive 1200.7 (reference (e)). A member with an agreement to remain in the Ready Reserve for a stated period, but who has attained qualifying service for retired pay at age sixty, on approval by the Secretary concerned, may be transferred to the Retired Reserve. IRR members who are qualified for retirement under 10 U.S.C. 12731 (reference (d)), except for having reached sixty years of age, are required to attain fifty points each anniversary year to be retained in the Ready Reserve unless waived as specified in DoD Directive 1200.15 (reference (g)). Specific procedures about members of the IRR with over twenty years of qualifying service for retirement under Chapter 1223 of reference (d) are in reference (g).

## 6.2. Training of the IRR

6.2.1. All members of the IRR may be required to serve on Active Duty for Training (ADT) up to thirty days a year IAW Section 10147 of reference (d).

6.2.2. ADT is authorized for IRR members to allow full-time attendance at organized and planned specialized skill, professional development, refresher, and proficiency training. Authorization for ADT shall be managed IAW regulations established by the Secretary concerned, which shall provide that IRR training funds may only be used to enhance or refresh existing skills that plans indicate shall be required for support of military operations or mobilization. Emphasis shall be placed on training those most likely to be needed during the first thirty days after mobilization.

6.2.3. Active Duty for Special Work (ADSW) is authorized for IRR members for projects or operations supporting Active or Reserve programs, when such duties are essential to the Armed Forces. ADSW shall be managed IAW DoD Directive 1215.6 (reference (b)) and DoD Instruction 1215.19 (reference (c)).

6.2.4. IRR members may participate voluntarily in AD or IDT for pay or points only IAW regulations established by the Secretary concerned.

### 6.3. Screening of the IRR and ING

6.3.1. As members of the Ready Reserve, all members of the IRR and the ING shall be continuously screened to meet the requirements of section 10149 of reference (d) and to ensure that the Ready Reserve force is composed of members who:

6.3.1.1. Meet the standards of mental, moral, professional, and physical fitness established by their Military Service.

6.3.1.2. Possess the military qualifications required in the various ranks, grades, ratings, and specialties.

6.3.1.3. Are immediately available for mobilization as specified in Sections 12301(a) and 12302 of reference (d), or as may be required by other provisions of law.

6.3.2. The Secretaries of the Military Departments shall establish procedures to ensure the continuous screening of the IRR. The following screening methods are acceptable:

6.3.2.1. A member may be screened while on AD, ADT, or full-time training duty in pursuit of another purpose.

6.3.2.2. A member may be ordered to muster duty, with or without the

member's consent, IAW 10 U.S.C. 12319 (reference (d)).

6.3.2.3. Members not screened during any annual period on AD, ADT, or other full-time training duty, or who are exempted from muster duty, shall be screened by mail.

6.3.3. Exemptions from an in-person IRR screening (muster) are authorized, as follows:

6.3.3.1. Members identified under the process described in subsection 4.10. of DoD Directive 1235.13 (reference (a)), as not required in terms of skill or grade category may be exempt.

6.3.3.2. Members of the IRR may be exempted during the fiscal year (FY) in which they are scheduled for discharge from military service.

6.3.3.3. The Secretary of the Military Department concerned may establish specific geographical limitations on travel to IRR muster duty.

6.3.3.4. The Secretary of the Military Department concerned may exempt officer personnel in pay grade 0-4 and higher; warrant officers; and, senior noncommissioned officers in pay grade E-8 and higher, if they have no remaining MSO and if other methods exist for ensuring that the requirements in paragraph 6.3.1., above, are met.

6.3.3.5. The Secretary of the Military Department concerned may establish a policy to exempt IRR members from muster duty if those members were successfully screened in person during the FY immediately preceding the current FY.

6.3.3.6. Personnel participating in officer training programs, members in the Armed Forces Health Professions Financial Assistance Programs, members in training, or awaiting training, in a Delayed Entry Program or Delayed Entry Training program for Active or Reserve component service are exempted from the screening requirement.

6.3.3.7. Personnel gained to the IRR during the current FY.

6.3.4. If muster duty is used for screening, the following procedures apply:

6.3.4.1. A member on such muster duty shall be engaged for at least two hours on the day of muster in the performance of that duty.

6.3.4.2. The period allowed for muster duty, including round-trip travel, shall not total more than one day each calendar year.

6.3.4.3. Muster duty shall be treated as the equivalent of the IDT for purposes of accountability IAW 10 U.S.C. 12319 (reference (d)), 37 U.S.C. (reference (h)), and 38 U.S.C. (reference (i)). Muster duty shall not be credited in determining entitlement to, or in computing, retired pay as a member of a Uniformed Service under any provision of reference (d), 14 U.S.C. (reference (j)), or 42 U.S.C. (reference (k)). No contribution to the DoD Military Retirement Fund is required in association with the payment of the muster allowance.

6.3.4.4. Compensation for muster duty is, as prescribed in section 433 of reference (h) and in the DoD 7000.14-R (reference (l)) at the rate prescribed in the Joint Federal Travel Regulations, Volume 1 (reference (m)).

6.3.5. All members of the IRR shall be screened by mail during those years in which they are exempt from in-person screening (muster duty). Mail screening notifications shall include the sanctions that IRR members may face, IAW DoD Instruction 1215.18 (reference (n)), if they fail to provide the data requested.

6.3.6. Failure to perform screening that the member has been ordered to perform shall, barring unusual circumstances, be used as a basis for determining that the member has not participated satisfactorily in the Ready Reserve. Members whose participation has not been satisfactory may be processed, in accordance with DoD Directive 1215.13 (reference (o)), reference (n), and DoD Directive 1332.14 (reference (p)). IRR members may be retained in the IRR for the balance of their statutory MSO, current enlistment contract, or Service agreement, with a tentative characterization of service, normally under other than honorable conditions, only when the Military Department concerned has determined that the individual still possesses the potential for useful service under conditions of full mobilization.

6.3.7. The Military Services are required to maintain the current status of each member's physical condition, dependency status, military qualifications, civilian occupational skills, availability for service, to include current address, and other information as prescribed in 6.3.7.1. through 6.3.7.4, below. The following information, which may be expanded by Service regulations, is considered critical for mobilization of the Reserve and must be kept current:

6.3.7.1. Basic Personnel Identification Data:

6.3.7.1.1. Name and social security number (SSN).

6.3.7.1.2. Sex and date of birth.

6.3.7.1.3. Pay grade, rank, and date of rank.

6.3.7.1.4. Pay entry base date.

6.3.7.1.5. Reserve component and Reserve component category.

6.3.7.2. Dependency Status:

6.3.7.2.1. Marital status and number of dependents.

6.3.7.2.2. SSN of spouse (if both are military members).

6.3.7.3. Military Qualifications:

6.3.7.3.1. Military aeronautical rating and flying status.

6.3.7.3.2. Service occupation codes.

6.3.7.3.3. Security clearance.

6.3.7.3.4. Armed Forces Qualification Test score.

6.3.7.3.5. Language proficiencies.

6.3.7.4. Availability for Service:

6.3.7.4.1. Current home address.

6.3.7.4.2. Date of expiration of the statutory MSO.

6.3.7.4.3. Date of expiration of current enlistment.

6.3.7.4.4. Year and month of officer mandatory removal date.

6.3.7.4.5. Civilian occupation.

6.3.7.4.6. Medical and dental status.



6.3.8. Credential records, to include certification and licensure, shall be reviewed for all health-care practitioners who possess critical wartime medical skills as determined by the Service Secretaries IAW DoD Directive 6025.13 (references (q)) and DoD Directive 6025.14 (reference (r)).

6.3.9. As an adjunct to muster duty, the Services shall also maintain a process for determination of skill proficiency degradation and, if necessary, identifying applicable refresher training needs by skill. A more extensive annual screen, to include a detailed skill level assessment, is encouraged for members with critical skills.

6.3.10. In accordance with DoD Directive 1100.18 (reference (s)), all screening shall cease on declaration of mobilization. This includes full and partial mobilization IAW 10 U.S.C. 12301(a) and 10 U.S.C. 12302 (reference (d)). Continuation or cessation of screening, when selective mobilization under Presidential Selected Reserve Call-Up Authority (Section 12304 of reference (d)) is enacted, will be directed by the Department of Defense.

6.3.11. Military Departments shall submit an annual report on the IRR screening program in the format provided at enclosure 3. Reports are to be submitted to the Office of the Assistant Secretary of Defense for Reserve Affairs (Manpower and Personnel) by December 1st. Report data will encompass the preceding FY.

6.3.12. Unless exempted, all members in the categories established as most likely to be needed in conjunction with a contingency operation or mobilization shall be screened in person (via muster) annually. Additionally, all members of the IRR in receipt of an IRR re-enlistment bonus shall be screened in person annually.

6.4. Administration of the Voluntary Separation Incentive (VSI), the Special Separation Benefit (SSB), and Separation Pay (SP) Programs

6.4.1. The VSI, SSB, and SP programs provide periodic or lump sum payments for certain military members who are voluntarily or involuntarily separated from AD if they affiliate with the Reserve IAW Sections 1174, 1174a, and 1175 of reference (d).

6.4.1.1. VSI payments are made on an annual basis for an established number of years subject to the member remaining in a Reserve component. That service must be in the Ready Reserve unless the member is transferred from the Ready Reserve to the Standby Reserve (inactive status) or the Retired Reserve through no fault of the member concerned. Members who are in receipt of the VSI shall be

retained in the Ready Reserve (the Selected Reserve or the IRR) as long as they qualify for service in the Ready Reserve. If a member in receipt of the VSI should become disqualified for continued service in the Ready Reserve through no fault of the member, that member shall be transferred to the Standby Reserve (Inactive Status List) unless qualified for retired pay at age sixty, under Chapter 1223 of reference (d), in which case that member may be transferred, on application, to the Retired Reserve. VSI recipients who become ineligible for retention in an active or inactive status in a Reserve component because of age, years of service, failure to select for promotion, or medical disability shall be placed in the Retired Reserve, upon their request, using Training Readiness Code "V5." These individuals must be separately tracked by the appropriate Reserve personnel management office.

6.4.1.1.1. At the expiration of their VSI contract, officers who have been placed in the Retired Reserve to receive VSI payments because they were ineligible to remain in the Ready Reserve or Standby Reserve for reasons of age, years of service, failure to select for promotion, or medical disability, will be separated from the military service. This separation is considered a voluntary action. The requirement in Section 12683 of reference (d) for a board of officers does not apply to this category.

6.4.1.1.2. The Secretary concerned is responsible for establishing procedures to separate VSI recipients at the expiration of their VSI contracts.

6.4.1.2. The SSB and SP payments are subject to the member's written agreement to serve in the Ready Reserve for a period of not fewer than three years following separation from AD. If the member has an MSO that is not completed at the time the member is separated from AD, the three year obligation shall begin on the day after the day the member completes such MSO.

6.4.2. When a member of the Ready Reserve is also a civilian employee of the U.S. Government occupying a position that is designated as a key position, as defined in DoD Directive 1200.7 (reference (e)), that individual shall be designated as a key employee and considered to be ineligible to serve in the Ready Reserve. The Service will transfer that individual to the Standby Reserve where he or she shall remain for the period of employment while filling a key position. Benefits received IAW 10 U.S.C. 1174, 1174a, and 1175 (reference (d)) shall not be affected. Once that individual, who has received SSB, or VSI, or SP benefits, changes civilian status to a position not designated as a key position, he or she will be retained in the Standby Reserve or transferred to another RC category, as appropriate, to fulfill the service obligation incurred based on receipt of SSB, or VSI, or SP.

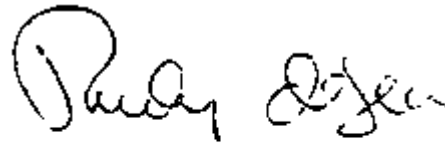
6.5. Each Military Service shall ensure that automated pay and personnel systems and procedures are in effect to identify and report the VSI, SSB, and SP recipients who are required to affiliate with the Reserve. As a minimum, that data shall include the expiration date of the Reserve Service obligation of each member in receipt of the VSI. For all members who receive the SSB or SP, the Services shall ensure that both the Ready Reserve obligation and the expiration date of the Ready Reserve obligation are captured and can be reported in automated systems.

6.6. Each Military Service shall develop policies and procedures to ensure that the databases of the appropriate military manpower, personnel, and pay automated information systems contain complete and accurate data that is needed to recall a member of the IRR or the ING, if necessary, to AD. Furthermore, the processes that will be used under these circumstances to exchange data among those systems and to reconcile any data disparities are to be documented and disseminated to all affected organizations.

6.7. Each Military Service shall maintain complete and accurate information for members of the IRR in automated databases that are used as the source of statistical information provided to the Defense Manpower Data Center and to respond to inquiries. Further, each Service shall maintain the automated capability to facilitate the transition of IRR members to the Selected Reserve of any Reserve component, the Standby Reserve, or the Retired Reserve.

7. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Rudy de Leon". The signature is fluid and cursive, with the first name "Rudy" being more prominent.

**Rudy de Leon  
Under Secretary of Defense  
for Personnel and Readiness**

Enclosures - 3

1. References
2. Definitions
3. Report Format

## E1. ENCLOSURE 1

### REFERENCES, continued

- (e) DoD Directive 1200.7, "Screening the Ready Reserve," April 6, 1984
- (f) DoD Directive 1304.25, "Fulfilling the Military Service Obligation," March 17, 1986
- (g) DoD Directive 1200.15, "Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay," February 16, 1973
- (h) Title 37, United States Code, "Pay and Allowances of the Uniformed Services"
- (i) Title 38, United States Code, "Veterans' Benefits"
- (j) Title 14, United States Code, "Coast Guard"
- (k) Title 42, United States Code, "The Public Health and Welfare"
- (l) DoD 7000.14-R, "Department of Defense Financial Management Regulation," Volume 7A, "Military Pay Policy and Procedures for Active Duty and Reserve Pay," July 1996, authorized by DoD Instruction 7000.14, November 15, 1992
- (m) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition
- (n) DoD Instruction 1215.18, "Reserve Component Member Participation Requirements," January 11, 1996
- (o) DoD Directive 1215.13, "Reserve Component Member Participation Policy," December 14, 1995
- (p) DoD Directive 1332.14, "Enlisted Administrative Separations," December 21, 1993
- (q) [DoD Directive 6025.13](#), "Clinical Quality Management Program (CQMP) in the Military Health Services System (MHSS)," July 20, 1995
- (r) [DoD Directive 6025.14](#), "Department of Defense Participation in the National Practitioner Data Bank," November 1, 1990
- (s) DoD Directive 1100.18, "Wartime Manpower Mobilization Planning," January 31, 1986
- (t) Title 32, United States Code, "National Guard"

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Active Duty (AD). Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while in active military service, at a school designated as a service school by law and the Secretary of the Military Department concerned. It does not include full-time National Guard duty. For the RC, AD is comprised of the categories ADT and ADOT.

E2.1.2. Active Duty for Special Work (ADSW). A tour of AD for Reserve personnel authorized from military or Reserve personnel appropriations for work on AC or RC programs (ADSW-AC funded or ADSW-RC funded). The purpose of ADSW is to provide the necessary skilled manpower assets to support existing or emerging requirements. By policy, ADSW tours are normally limited to 139 days, or less, in one fiscal year. Tours exceeding 180 days are accountable against AC or AGR end strength IAW 10 U.S.C. 115 (reference (d)), unless specifically provided for in public law. Training may occur in the conduct of ADSW.

E2.1.3. Active Duty for Training (ADT). A category of AD used to provide structured individual and/or unit training, or educational courses to RC members. Included in the ADT category are AT, IADT, and OTD. The primary purpose of ADT is to provide individual and/or unit readiness training, but ADT may support AC missions and requirements; i.e., operational support, thereby adding substance to the Total Force.

E2.1.4. Screening. The process of meeting the continuous screening requirements of Section 10149 of reference (d). The Military Services are required to maintain the current status of each Ready Reserve member's physical condition, dependency status, military qualifications, civilian occupational skills, availability for service, and other information prescribed. Screening may be accomplished either through muster duty or via mail.

E2.1.5. Inactive Duty Training (IDT). Authorized training performed by members of an RC not on AD, and performed in connection with the prescribed activities of the RC of which they are a member. It consists of regularly scheduled unit training periods, ATPs, and equivalent training. The primary purpose of IDT is to provide individual and/or unit readiness training, but IDT may support AC missions and requirements; i.e., operational support, thereby adding substance to the Total

Force. IDT also encompasses muster duty, in the performance of the annual screening program.

E2.1.6. Inactive National Guard (ING). Personnel of the National Guard who are in an inactive status in the Ready Reserve, not in the Selected Reserve, and attached to a specific National Guard unit. They do not participate in training activities. On partial or full mobilization, but not a call-up under Section 12304 of reference (d), they mobilize with their unit of assignment. (Currently the Air National Guard of the United States does not have an ING program.)

E2.1.7. Individual Ready Reserve (IRR). A manpower pool principally consisting of individuals who have had training and have previously served in the active forces or in the Selected Reserve. The IRR consists of obligors who must fulfill their MSO under 10 U.S.C. 651 (reference (d)), and those who have fulfilled their MSO and who voluntarily remain in the IRR. IRR members are subject to involuntary AD or training and fulfillment of mobilization requirements, IAW Sections 12301(a) and 12302 of reference (d). Additionally, the IRR also includes some personnel who are participating in officer training programs or in the Armed Forces Health Professions Financial Assistance Programs.

E2.1.8. Military Service Obligation (MSO). The total required service, as prescribed by Section 651 of reference (d), that each person who becomes a member of an Armed Force shall serve in an Armed Force unless discharged under regulations prescribed by the Secretary of Defense and the Secretary concerned.

E2.1.9. Muster Duty. A special category of IDT that meets the continuous screening requirement established by Section 10149 of reference (d). A member of the Ready Reserve may be ordered without his or her consent to Muster Duty one time a year by an authority designated by the Secretary concerned IAW Section 12319 of reference (d). Members must participate for at least two hours on the day of muster. The period that a member may be required to devote to muster duty under this definition and to round-trip travel to and from the location of such duty may not total more than one day each calendar year. Members in that status shall be treated as the equivalent of the IDT. Muster duty is not to be credited in determining entitlement to, or in computing, retired pay for non-regular service under Chapter 1223 of reference (d).

E2.1.10. Ready Reserve. The Ready Reserve consists of Reserve and Guard units and individual members, or both, liable for AD as provided in Sections 12301 and 12302 of reference (d). It consists of the Selected Reserve, the IRR, and ING.

E2.1.11. Selected Reserve. Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Chairman of the Joint Chiefs of Staff and the Secretary of Defense or Transportation, as appropriate, as so essential to initial wartime requirements that they have priority over all other Reserve elements. They are required to participate in inactive duty training periods and/or annual training. The Selected Reserve also includes Reserve members awaiting or performing initial active duty for training. The Selected Reserve consists of the following sub-categories: Selected Reserve Units; Individual Mobilization Augmentees; and, Active Guard and Reserve personnel.



**E3. ENCLOSURE 3**

**REPORT FORMAT**  
**IRR SCREENING - END OF YEAR REPORT**  
 (End of year report due 1 December)

COMPONENT: \_\_\_\_\_

TOTAL IN IRR AS OF: \_\_\_\_\_ 1. \_\_\_\_\_

**EXEMPTIONS FROM MUSTER DUTY:**

Exempted (gained to IRR this FY).	2. _____
Exempted (scheduled loss during this FY).	3. _____
Exempted (outside geographic limits).	4. _____
Screened during AD/ADT this FY.	5. _____
Screened in previous FY.	6. _____
Grade exemption	7. _____
Other exemptions (specify).	8. _____
TOTAL EXEMPTIONS: (#2 thru #8)	9. _____

**EXCUSED FROM MUSTER DUTY:**

Critical job.	10. _____
Other (specify).	11. _____
TOTAL EXCUSED: (#10 + #11)	12. _____

IRR SUBJECT TO ATTEND MUSTER: (#1 - #9 - #12) 13. \_\_\_\_\_

**NO SHOWS:**

Bad address in file.	14. _____
Failed to respond to orders.	15. _____
Other.	16. _____
TOTAL NO SHOWS: (#14 thru #16)	17. _____

ATTENDED MUSTER: (#13 - #17) 18. \_\_\_\_\_

IRR SUBJECT TO MAIL SCREEN: (#1 - #13) 19. \_\_\_\_\_

RESPONSES TO MAIL SCREEN: 20. \_\_\_\_\_

% OF TOTAL IRR MUSTERED: (#18 ÷ #1) 21. \_\_\_\_\_%

% OF TOTAL IRR MAIL SCREENED: (#20 ÷ #1) 22. \_\_\_\_\_%

% OF TOTAL IRR SCREENED ON AD/ADT: (#5 ÷ #1) 23. \_\_\_\_\_%

% OF TOTAL IRR SCREENED: (#21 + #22 + #23) 24. \_\_\_\_\_%